

MOS 3051, WAREHOUSE CLERK

DUTY AREA 01 - FACILITIES AND EQUIPMENT: E1 TO E3

TASK: 3051.01.01 (CORE) PERFORM PEST CONTROL PROCEDURES

CONDITION(S): Given a functioning warehouse and the reference.

STANDARD(S): In accordance with the references.

PERFORMANCE STEPS:

1. Inspect warehouse for evidence of pest infestation.
2. Notify appropriate agency as required.
3. Control vegetation and ensure proper land drainage.
4. Report noted discrepancies to supervisor.

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: Pvt

REFERENCE(S):

1. DOD 4145.19-R-1, Storage and Materials Handling

TASK: 3051.01.02 (CORE) OPERATE MATERIAL HANDLING EQUIPMENT (MHE)

CONDITION(S): Given the requirement to move materials, MHE, and the references.

STANDARD(S): In accordance with the references.

PERFORMANCE STEPS:

1. Obtain appropriate license to operate MHE.
2. Embark supplies on MHE.
3. Negotiate warehouse area with MHE.
4. Use ground guides as required.
5. Disembark supplies from MHE.
6. Perform first echelon maintenance on MHE as required.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: Pvt

REFERENCE(S):

1. Local SOP

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2. Manufacturer's Operating Instructions
3. DOD 4145.19-R-1, Storage and Materials Handling

ADMINISTRATIVE INSTRUCTIONS: RECOMMEND GETTING FORKLIFT LEARNERS PERMIT DURING SCHOOL

DUTY AREA 02 - QUALITY CONTROL: E1 TO E3

TASK: 3051.02.01 (CORE) PROCESS UNSERVICEABLE EQUIPMENT

CONDITION(S): Given unserviceable equipment and the references.

STANDARD(S): In accordance with the references.

PERFORMANCE STEPS:

1. Verify that item is unserviceable and is not a component part to an end item.
2. Complete turn-in with disposal transaction.
3. Attach copy of disposal document to item and place in appropriate holding bin.
4. Submit original disposal document to administrative section.
5. Upon receipt of shipping mat, turn items in for disposal.
6. After turn-in, provide signed copy of shipping mat to the administrative section.

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: Pvt

REFERENCE(S):

1. UM 4400-123, FMF SASSY Management Unit Procedures
2. UM 4400-124_, SASSY Using Units Procedures
3. UM 4400-15, Organic Property Control Procedures

TASK: 3051.02.02 (CORE) PERFORM CARE IN STORAGE PROCEDURES

CONDITION(S): Given the requirement to care for items in storage and the reference.

STANDARD(S): In accordance with the references.

PERFORMANCE STEPS:

1. Ensure the gear is serviceable and ready for issue.
2. Ensure each item is properly identified with National Stock Number/National Item Identification Number (NSN/NIIN).
3. Identify items that need to be replaced.

4. Coordinate with quality control section on any gear that needs to be Care of Supplies in Storage (COSIS) or repacked.

5. Tag and request a Defense Reutilization Management Office shipping mat for any

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supplies found unserviceable.

6. Check supplies for expiration date if applicable.

7. Dispose of all supplies with expired shelf life date in accordance with the regulations and local SOP.

8. Return all items back on location neatly and orderly.

9. Ensure proper rotation items with shelf life date.

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: Pvt

REFERENCE(S):

1. DOD 4145.19-R-1, Storage and Materials Handling

2. MCO P4030.21_, Packaging Material Packing, Vol II

TASK: 3051.02.03 (CORE) PALLETIZE SUPPLY MATERIAL

CONDITION(S): Given material requiring palletization, banding material, pallets, and the reference.

STANDARD(S): In accordance with the references.

PERFORMANCE STEPS:

1. Check serviceability of pallet.

2. Place gear properly and evenly on the pallet.

3. Band gear onto pallet without damaging gear.

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: Pvt

REFERENCE(S):

1. DOD 4145.19-R-1, Storage and Materials Handling

2. MCO P4030.21_, Packaging Material Packing, Vol II

TASK: 3051.02.04 (CORE PLUS) MAINTAIN COMPATIBILITY OF STORED MATERIEL ASSETS

CONDITION(S): Given a storage area, personnel performing storage procedures, materials, MHE, and storage containers.

STANDARD(S): In accordance with the references.

PERFORMANCE STEPS:

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1. Review references.
2. Store like items together.
3. Store together items that will be used together.
4. Place similar types of storage containers together.
5. Identify discrepancies to supervisor.
6. Take corrective action as required.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: Pvt

REFERENCE(S):

1. MCO P4450.12, Joint Service Manual for Storage and Handling of HAZMAT

TASK: 3051.02.05 (CORE PLUS) MODIFY STORAGE CONTAINERS

CONDITION(S): Given storage containers, required tools, and the reference.

STANDARD(S): In accordance with the references.

PERFORMANCE STEPS:

1. Review the references.
2. Determine storage requirements.
3. Determine optional storage configuration.
4. Modify storage containers, as appropriate.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: Pvt

REFERENCE(S):

1. DOD 4145.19-R-1, Storage and Materials Handling

2. UM 4400-124_, SASSY Using Units Procedures

TASK: 3051.02.06 (CORE PLUS) MAINTAIN HAZARDOUS MATERIAL IN RECEIVING AND STORAGE

CONDITION(S): Given hazardous materials, storage facility, safety equipment, MHE, and the references.

STANDARD(S): In accordance with the references

PERFORMANCE STEPS:

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1. Properly identify hazardous materials.
2. Store hazardous items in safe locations with compatible materials.
3. Handle hazardous items in compliance with published safety and environmental guidelines.
4. Instruct personnel on safe handling and storage of hazardous materials.
5. Establish unit fire and accident programs as outlined in the references.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: Pvt

REFERENCE(S):

1. DOD 4145.19-R-1, Storage and Materials Handling
2. MCO P4450.12, Joint Service Manual for Storage and Handling of HAZMAT
3. MCO P4450.14, Joint Service Manual for Storage and Materials Handling
4. MCO P5100.8, Marine Corps Occupational Safety and Health Program Manual

ADMINISTRATIVE INSTRUCTIONS: Local Hazmat Training to Standard

TASK: 3051.02.07 (CORE) PERFORM OUTDOOR STORAGE PROCEDURES

CONDITION(S): Given requirement to store material outdoors, outdoor storage facilities, materials, MHE and the reference.

STANDARD(S): In accordance with the references.

PERFORMANCE STEPS:

1. Properly preserve stored items.

2. Protect stored items with plastics and tarpaulins.
3. Ensure adequate ventilation of stored items.
4. Store material off the ground.
5. Frequently inspect stored material to prevent deterioration.

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: Pvt

REFERENCE(S):

1. DOD 4145.19-R-1, Storage and Materials Handling

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DUTY AREA 03 - LOCATION SYSTEMS: E1 TO E3

TASK: 3051.03.01 (CORE) MARK WAREHOUSE STORAGE CONTAINERS

CONDITION(S): Given storage containers, paint, marking equipment, and the references

STANDARD(S): In accordance with the references.

PERFORMANCE STEPS:

1. Review the reference.
2. Ensure the location number is correct.
3. Use the correct color for lettering.
4. Mark shelf units.
5. Mark outside of container as required.

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: Pvt

REFERENCE(S):

1. DOD 4145.19-R-1, Storage and Materials Handling
2. MCO P4450.7_, Marine Corps Warehousing Manual

TASK: 3051.03.02 (CORE) APPLY WAREHOUSE GRID LOCATION MARKINGS

CONDITION(S): Given a warehouse, marking equipment, planograph and the references.

STANDARD(S): In accordance with the references.

PERFORMANCE STEPS:

1. Review the reference.
2. Use the standard nine digit number system.
3. Use correct colors for marking locations.
4. Use the correct pallet size.
5. Use proper size letters and numbers.

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: Pvt

REFERENCE(S):

1. DOD 4145.19-R-1, Storage and Materials Handling

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2. MCO P4450.7_, Marine Corps Warehousing Manual

TASK: 3051.03.03 (CORE PLUS) ATTACH BAR CODES TO STORAGE BINS/RACKS

CONDITION(S): Given bar code label, storage bin/rack location, planograph, and the references.

STANDARD(S): In accordance with the planograph and location system requirements.

PERFORMANCE STEPS:

1. Determine location.
2. Match bar code sticker with location.
3. Apply sticker to the location.

INITIAL TRAINING SETTING: MOJT Sustainment: 24 Req By: Pvt

REFERENCE(S):

1. Local SOP
 2. DOD 4145.19-R-1, Storage and Materials Handling
 3. MIL STD 129, Military Standard Marking for Shipment and Storage
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TASK: 3051.03.04 (CORE) ATTACH LOCATION CARDS TO STORAGE CONTAINERS

CONDITION(S): Given warehouse location card, storage bins and racks, locations, planograph, and the references.

STANDARD(S): In accordance with the planograph and location system requirements.

PERFORMANCE STEPS:

1. Determine location.
2. Match Warehouse Control Card with location.
3. Identify proper containers.
4. Apply location card on storage container.

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: Pvt

REFERENCE(S):

1. DOD 4145.19-R-1, Storage and Materials Handling
2. MCO P4450.7_, Marine Corps Warehousing Manual

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3. MIL STD 129, Military Standard Marking for Shipment and Storage
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TASK: 3051.03.05 (CORE PLUS) PREPARE SUPPLIES FOR STORAGE

CONDITION(S): Given supply items that have been properly receipted for, a labeling device, bulk storage marking equipment, and the references.

STANDARD(S): In accordance with the references.

PERFORMANCE STEPS:

1. Identify the item.
2. Generate bar code label for nonbulk items.
3. Attach bar code label to nonbulk item.
4. Determine where to place label on bulk storage item.
5. Mark bulk storage item with storage location.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: Pvt

REFERENCE(S):

1. DOD 4145.19-R-1, Storage and Materials Handling
2. MIL STD 129, Military Standard Marking for Shipment and Storage
3. UM 4400-123, FMF SASSY Management Unit Procedures
4. UM 4400-124_, SASSY Using Units Procedures

TASK: 3051.03.06 (CORE) ESTABLISH A LOCATION FOR ITEMS

CONDITION(S): Given received materials, planograph, storage areas, and the references

STANDARD(S): In accordance with the references

PERFORMANCE STEPS:

1. Ensure that the paperwork properly identifies the material.
2. Verify that the material is serviceable.
3. Identify existing locations.
4. If no location exists, establish a new location.
5. Complete a locator card and place it in the locator file for items placed on new

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locations.

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: Pvt

REFERENCE(S):

1. DOD 4145.19-R-1, Storage and Materials Handling
2. MCO P4450.7_, Marine Corps Warehousing Manual
3. UM 4400-123, FMF SASSY Management Unit Procedures
4. UM 4400-124_, SASSY Using Units Procedures

TASK: 3051.03.07 (CORE) ESTABLISH LOCATOR FILE

CONDITION(S): Given a requirement to establish a locator file, warehouse control card (NAVMC 10849), access to an automated system with applicable software, and the references

STANDARD(S): In accordance with the references.

PERFORMANCE STEPS:

1. Ensure that the warehouse control card (NAVMC 10849) is properly completed.
2. Load information into data system as required.
3. Ensure that locator cards are updated, as required.
4. Ensure that data system is updated as required.
5. Ensure locator cards are properly filed.

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: Pvt

REFERENCE(S):

1. MCO P4450.7_, Marine Corps Warehousing Manual
2. UM 4400-120, Asset Tracking for Logistics Supply System
3. UM 4400-123, FMF SASSY Management Unit Procedures

TASK: 3051.03.08 (CORE) MAINTAIN STOCK LOCATOR DECK

CONDITION(S): Given a locator deck, access to an automated system with applicable software, and the references

STANDARD(S): In accordance with the references.

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PERFORMANCE STEPS:

1. Review the locator file.
2. Verify that the file locator deck contains a locator record for each item stored.
3. Verify the cards are properly completed and include a stock number, unit of issue, and location.
4. Verify all records in data system are properly completed and include a stock number, unit of issues, and location.
5. Ensure procedures are established to maintain positive control of all additions, deletions, and changes to the locator file.
6. Screen locator file to identify gear already on location.

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: Pvt

REFERENCE(S):

1. Local SOP
2. DOD 4145.19-R-1, Storage and Materials Handling
3. MCO P4450.7_, Marine Corps Warehousing Manual
4. UM 4400-124_, SASSY Using Units Procedures

TASK: 3051.03.09 (CORE) PERFORM LOCATION ADDITION

CONDITION(S): Given the requirement to add an additional location, materials, locator deck, and the references

STANDARD(S): In accordance with the references.

PERFORMANCE STEPS:

1. Find a location that can accommodate all the items for the NSN/NIIN.
2. Move all items for the National Stock Number/National Item Identification Number (NSN/NIIN) to the new location.
3. Prepare location add card in accordance with the references.
4. Prepare location delete card, if necessary.
5. Mark new storage container or area, as necessary.
6. Update locator deck.

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: Pvt

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REFERENCE(S):

1. Local SOP
2. UM 4400-123, FMF SASSY Management Unit Procedures

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DUTY AREA 04 - INVENTORY PROCEDURES: E1 TO E3

TASK: 3051.04.01 (CORE PLUS) PERFORM LOCATION CONSOLIDATION

CONDITION(S): Given a storage area location consolidation printout, storage area, and the reference.

STANDARD(S): Consolidate NSN/NIIN with multiple locations into common locations.

PERFORMANCE STEPS:

1. Request a location consolidation printout from the SASSY Management Unit (SMU).
2. Verify the locations to ensure listed item is present at each location.
3. Consolidate the item at the most suitable location.
4. Prepare YLD deletion cards for the empty locations.
5. Process the deletion cards.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: Pvt

REFERENCE(S):

1. UM 4400-123, FMF SASSY Management Unit Procedures
2. UM 4400-124_, SASSY Using Units Procedures

TASK: 3051.04.02 (CORE) PERFORM LOCATION VERIFICATION

CONDITION(S): Given a storage area location verification printout, storage area, and the references.

STANDARD(S): To verify the data between the location and the Locator Deck in accordance with the references.

PERFORMANCE STEPS:

1. Take locations from the locator deck and check against the locations out in the warehouse.
2. Go to random locations and check to see if they are on the locator deck.
3. Validate the NSN/NIIN on that location against the NSN/NIIN on the location listed.
4. Continue process until all the locations are verified.

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: Pvt

REFERENCE(S):

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1. Local SOP
2. DOD 4145.19-R-1, Storage and Materials Handling
3. UM 4400-123, FMF SASSY Management Unit Procedures

4. UM 4400-124_, SASSY Using Units Procedures

TASK: 3051.04.03 (CORE) PERFORM INVENTORY PROCEDURES

CONDITION(S): Given a requirement to conduct an inventory, a storage area, materials to be inventoried, location print out and the references.

STANDARD(S): In accordance with the references.

PERFORMANCE STEPS:

1. Obtain locations and National Stock Number/National Item Identification Numbers (NSN/NIIN) to count.
2. Go to count location.
3. Identify supplies on location.
4. Count supplies.
5. Notify higher authority of any discrepancies.

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: Pvt

REFERENCE(S):

1. DOD 4145.19-R-1, Storage and Materials Handling
 2. UM 4400-120, Asset Tracking for Logistics Supply System
 3. UM 4400-123, FMF SASSY Management Unit Procedures
 4. UM 4400-124_, SASSY Using Units Procedures
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TASK: 3051.04.04 (CORE PLUS) MAINTAIN INVENTORY PRINTOUTS

CONDITION(S): Given inventory printouts, access to current inventory records, and the reference.

STANDARD(S): In accordance with the references.

PERFORMANCE STEPS:

1. Review printout files to ensure they are maintained in accordance with the

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2. Add/delete printouts from files, as appropriate.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: Pvt

REFERENCE(S):

1. Local SOP
2. UM 4400-124_, SASSY Using Units Procedures

TASK: 3051.04.05 (CORE) MAINTAIN CHESTS, KITS, SETS, AND ASSEMBLIES

CONDITION(S): Given chests, kits, sets, assemblies, corresponding SL-3 listings, and the references

STANDARD(S): In accordance with the references.

PERFORMANCE STEPS:

1. Identify the end item.
2. Review the SL-3 components list.
3. Inventory chest kit or set.
4. Identify deficiencies to be placed on order.
5. Place the SL-3 components list with the end item.
6. Follow-up on deficiency orders.

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: Pvt

REFERENCE(S):

1. MCO P4400.150_, Consumer Level Supply Manual
2. UM 4400-124_, SASSY Using Units Procedures
3. UM 4400-15, Organic Property Control Procedures

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DUTY AREA 05 - RECEIVING MATERIALS: E1 TO E3

TASK: 3051.05.01 (CORE) PROCESS MULTIPACKS

CONDITION(S): Given multipack material shipment, receiving equipment, and the references

STANDARD(S): In accordance with the references.

PERFORMANCE STEPS:

1. Break down multipacks.
2. Unwrap items of multipack.
3. Separate items of multipack.
4. Attach bar code label to each item.
5. Stage items in designated areas.
6. Reconcile items with shipping list.
7. List any discrepancies.
8. Provide list to higher authority.

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: Pvt

REFERENCE(S):

1. DOD 4145.19-R-1, Storage and Materials Handling
2. UM 4400-124_, SASSY Using Units Procedures

TASK: 3051.05.02 (CORE) PERFORM QUALITY CONTROL ON INCOMING SUPPLY MATERIAL

CONDITION(S): Given incoming supply material and the references

STANDARD(S): In accordance with the references.

PERFORMANCE STEPS:

1. Inspect items for serviceability.
2. Verify National Stock Number/National Item Identification Number (NSN/NIIN) is present on item and properly identifies item.
3. Annotate shelf life before processing, as applicable.
4. Ensure all sets, kits, and chests are complete prior to receipt.

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5. Report discrepancies to supervisor.

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: Pvt

REFERENCE(S):

1. DOD 4145.19-R-1, Storage and Materials Handling
2. MCO P4400.150_, Consumer Level Supply Manual
3. UM 4400-123, FMF SASSY Management Unit Procedures
4. UM 4400-124_, SASSY Using Units Procedures

TASK: 3051.05.03 (CORE) PROCESS MATERIAL RELEASE ORDER (MRO)

CONDITION(S): Given MRO documents and the references

STANDARD(S): In accordance with the references.

PERFORMANCE STEPS:

1. Ensure that all information on the DD 1348-1 MRO is complete and correct.
2. Process the MRO ensuring that the name, date, quantity, and condition code are entered.
3. Retain required copies and maintain in accordance with the references.

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: Pvt

REFERENCE(S):

1. DOD 4145.19-R-1, Storage and Materials Handling
2. UM 4400-123, FMF SASSY Management Unit Procedures
3. UM 4400-124_, SASSY Using Units Procedures

TASK: 3051.05.04 (CORE) SEGREGATE SPECIAL HANDLING MATERIALS

CONDITION(S): Given incoming special handling materials for storage or issue, receipt documents, and the reference

STANDARD(S): To separate all special handling materials in accordance with the references.

PERFORMANCE STEPS:

1. Identify material requiring special handling.

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2. Store special handling materials in secure area.
3. Store special handling materials for a single customer in a segregated area of secure storage.
4. Complete all required documentation in accordance with the references.
5. Ensure that the Material Safety Data accompanies the gear.

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: Pvt

REFERENCE(S):

1. Local SOP
2. DOD 4145.19-R-1, Storage and Materials Handling
3. UM 4400-123, FMF SASSY Management Unit Procedures
4. UM 4400-124_, SASSY Using Units Procedures

TASK: 3051.05.05 (CORE) SEGREGATE ITEMS FOR ISSUE TO CUSTOMER

CONDITION(S): Given incoming and outgoing supplies, Material Release Order (MRO), Material Handling Equipment (MHE), and the references

STANDARD(S): In accordance with the references.

PERFORMANCE STEPS:

1. Identify all items intended for the customer by using the RUC/Supplementary Address.
2. Place all items in the correct customer's designated storage location.
3. Complete all documentation in accordance with the references.

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: Pvt

REFERENCE(S):

1. DOD 4145.19-R-1, Storage and Materials Handling
 2. UM 4400-123, FMF SASSY Management Unit Procedures
 3. UM 4400-124_, SASSY Using Units Procedures
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TASK: 3051.05.06 (CORE) MAINTAIN PROOF OF DELIVERY (POD) FILE

CONDITION(S): Given a proof and delivery file, receipt documents, and the references

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STANDARD(S): In accordance with the references.

PERFORMANCE STEPS:

1. Ensure the receipt (DD Form 1348) is properly completed with all information required.
2. File the receipt/issue documents.
3. Update file, as required.
4. Maintain records in accordance with the references.

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: Pvt

REFERENCE(S):

1. UM 4400-124_, SASSY Using Units Procedures
2. UM 4400-15, Organic Property Control Procedures

TASK: 3051.05.07 (CORE PLUS) PROCESS REPORT OF PROPERTY RECEIVED (RPR)

CONDITION(S): Given property receipt documentation and the reference.

STANDARD(S): In accordance with the references.

PERFORMANCE STEPS:

1. Ensure quantity and National Stock Number/National Item Identification (NSN/NIIN) is correct on the DD Form 1348-1.
2. Ensure the RPR is legible.
3. Verify that the RPR stamp is on the document.
4. Ensure the document identifier code is "BWA" or "ASA."
5. Check to see if backorders can be filled from the gear received (D6A D6T).
6. After processing is complete, place a copy with the gear.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: Pvt

REFERENCE(S):

1. UM 4400-123, FMF SASSY Management Unit Procedures
2. UM 4400-124_, SASSY Using Units Procedures

TASK: 3051.05.08 (CORE PLUS) PROCESS RETURNED CLOTHING

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CONDITION(S): Given clothing to be returned to storage, storage materials, clothing documentation, and references.

STANDARD(S): In accordance with the references.

PERFORMANCE STEPS:

1. Ensure clothing is clean and serviceable.
2. Ensure clothing has not been written on.
3. Ensure that all documentation is properly completed.
4. Ensure that the NSN/NIIN and size match the item being returned.
5. Store clothing in appropriate containers to prevent mildew and keep rodents away.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: Pvt

REFERENCE(S):

1. MCO 10120, Marine Corps Clothing Regulations
2. MCO P4400.76_, DSSC Manual

TASK: 3051.05.09 (CORE PLUS) PROCESS WALK-THRU REQUISITIONS

CONDITION(S): Given a walk-thru requisition, required documentation, and the references.

STANDARD(S): Process walk-thru requisitions in accordance with the references.

PERFORMANCE STEPS:

1. Ensure all information on the DD 1348 hard card (walk-thru) is correct and complete.
2. Process the walk-thru ensuring that name, date, and quantity are entered.

3. Check the letter of authorization to ensure that the signature and priority are authorized.
4. Ensure that the individual receiving supplies signs and completes all information required in the walk thru logbook.
5. Retain required copies and maintain in accordance with the references.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: Pvt

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1. UM 4400-123, FMF SASSY Management Unit Procedures
2. UM 4400-124_, SASSY Using Units Procedures

TASK: 3051.05.10 (CORE) COORDINATE CUSTOMER ROLLBACKS

CONDITION(S): Given rollback material, customer correspondence pertaining to rollback problems or concerns, required documentation, required personnel, and the references

STANDARD(S): In accordance with the references.

PERFORMANCE STEPS:

1. Ensure rollback material is properly identified per the reference.
2. Ensure administrative documentation is accurate and complete.
3. Take corrective action to resolve customer problems or procedural problems.

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: Pvt

REFERENCE(S):

1. UM 4400-123, FMF SASSY Management Unit Procedures
2. UM 4400-124_, SASSY Using Units Procedures

TASK: 3051.05.11 (CORE) PROCESS ROLL-BACK RECEIPTS

CONDITION(S): In a General Account warehouse, provided with items to be rolled back from a using unit, and the references

STANDARD(S): In accordance with the references.

PERFORMANCE STEPS:

1. Ensure documentation is complete and properly filled out.
2. Ensure all items are serviceable and clean.
3. Ensure National Stock Number/National Item Identification Number (NSN/NIIN) quantity and/or serial numbers are correct.
4. Ensure no using unit tack markings or names are on items.
5. Ensure a Limited Technical Inspection (LTI) is completed on required items.
6. Ensure chests, kits, or sets are at least 65 percent complete before receipting.
7. Ensure that item is rated prior to acceptance.

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8. Ensure that the item has a valid shelf life.

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: Pvt

REFERENCE(S):

1. UM 4400-123, FMF SASSY Management Unit Procedures
2. UM 4400-124_, SASSY Using Units Procedures

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DUTY AREA 06 - ISSUING MATERIALS: E1 TO E3

TASK: 3051.06.01 (CORE) ISSUE SUPPLIES AND EQUIPMENT

CONDITION(S): Given supplies, equipment, personnel requiring supplies and equipment, access to an automated system with applicable software and internet conductivity, and the references

STANDARD(S): In accordance with the references.

PERFORMANCE STEPS:

1. Ensure supplies and equipment to be issued are serviceable.
2. Ensure issue documentation is correctly filled out, initialed, and signed by individual receiving supplies and equipment.
3. Verify Authorization Letter to ensure the individual is authorized to receive equipment.
4. File original copy and provide a copy to the individual.
5. Record the issue into the automated tracking system.

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: Pvt

REFERENCE(S):

1. UM 4400-123, FMF SASSY Management Unit Procedures

2. UM 4400-15, Organic Property Control Procedures

TASK: 3051.06.02 (CORE) PREPARE EQUIPMENT CUSTODY RECEIPT (ECR) CARD

CONDITION(S): Given a blank ECR card and the references

STANDARD(S): In accordance with the references.

PERFORMANCE STEPS:

1. Obtain authorization to issue temporary loan.
2. Record full name and contact information of Responsible Individual.
3. Record full name and RUC of responsible individual's unit.
4. Indicate all serial numbers on reverse side of ECR.
5. Review ECR card to ensure it is properly completed with all signatures and all other information.
6. File completed card.

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INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: Pvt

REFERENCE(S):

1. Local SOP
2. MCO P4400.150_, Consumer Level Supply Manual
3. UM 4400-124_, SASSY Using Units Procedures
4. UM 4400-15, Organic Property Control Procedures

TASK: 3051.06.03 (CORE) FILE EQUIPMENT CUSTODY RECORD (ECR)(NAVMC 10359)

CONDITION(S): Given a file containing ECR cards and the reference

STANDARD(S): In accordance with the references.

PERFORMANCE STEPS:

1. Ensure that all ECR cards are properly completed.
2. File cards in the same sequence as the stock records.

3. Ensure that all ECR cards are updated in accordance with the references.
4. Ensure that the originals are kept in the file and that the responsible officer/individual receives a copy.
5. Conduct reconciliation for expired dates as required.
6. Report delinquent cards to the supervisor.

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: Pvt

REFERENCE(S):

1. Local SOP
2. MCO P4400.150_, Consumer Level Supply Manual
3. UM 4400-15, Organic Property Control Procedures

TASK: 3051.06.04 (CORE) PREPARE LOCAL FORM FOR INDIVIDUAL ISSUES

CONDITION(S): Given a blank local form for individual issue, access to an automated system with applicable software, and the reference

STANDARD(S): In accordance with the references.

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PERFORMANCE STEPS:

1. Ensure full name, rank, and SSN of individual receipting for equipment is provided and legible.
2. Ensure correct quantity, if placed next to each item, to be checked out.
3. Ensure individual initials are placed by the item to be checked out and that the local form for individual issue is signed.
4. Ensure information is entered into automated system as required.
5. File the local form for individual issue.

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: Pvt

REFERENCE(S):

1. Local SOP
2. UM 4400-124_, SASSY Using Units Procedures
3. UM 4400-15, Organic Property Control Procedures

TASK: 3051.06.05 (CORE PLUS) CONDUCT RECONCILIATION BETWEEN LOCAL INDIVIDUAL ISSUE RECORD AND UNIT ALPHA ROSTER

CONDITION(S): Given local individual issue records, updated alpha roster, and the references

STANDARD(S): To identify discrepancies between unit personnel on hand and supply accountable records, in accordance with the references.

PERFORMANCE STEPS:

1. Reconcile the individual records against the automatic system database.
2. Reconcile the alpha roster with local individual issue record.
3. List the discrepancies between the roster and the record.
4. Investigate discrepancies to determine the cause.
5. Report discrepancy listing to higher authority.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: Pvt

REFERENCE(S):

1. MCO P4400.150_, Consumer Level Supply Manual
2. UM 4400-124_, SASSY Using Units Procedures

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TASK: 3051.06.06 (CORE) PERFORM CHECKOUT PROCEDURES

CONDITION(S): Given local individual issue records, personnel leaving the unit, ECR file, equipment to be turned in, access to an automated system with applicable software and internet conductivity, and the references

STANDARD(S): In accordance with the references.

PERFORMANCE STEPS:

1. Verify checkout sheet.
2. Check Temp Loan Deck for gear owed.
3. Inspect items for cleanliness and serviceability.
4. Line out items on local individual issue form after acceptance.

5. Refer individual to the Supply Administrative Section for missing or damaged equipment.
6. Provide half of the original local individual issue form card to individual after all equipment has been recovered.
7. Sign checkout after all items have been recovered and all ECR cards closed out.
8. Return items to stock.
9. Adjust automatic record as required.

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: Pvt

REFERENCE(S):

1. Local SOP
2. UM 4400-124_, SASSY Using Units Procedures
3. UM 4400-15, Organic Property Control Procedures

TASK: 3051.06.07 (CORE PLUS) PERFORM CLOTHING ISSUE PROCEDURES

CONDITION(S): Given clothing to be issued, NAVMC 604 form, and the references

STANDARD(S): In accordance with the references.

PERFORMANCE STEPS:

1. Ensure the NAVMC 604 form is correctly completed and has been signed approved by the Commanding Officer.

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2. Verify the items to be issued are correct.
3. Verify that the individual has received the listed items.
4. Obtain signature from individual issued clothing on NAVMC 604 form.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: Pvt

REFERENCE(S):

1. MCO 10120, Marine Corps Clothing Regulations
2. MCO P4400.76_, DSSC Manual
3. UM 4400-15, Organic Property Control Procedures

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DUTY AREA 07 - WAREHOUSE OPERATIONS: E1 TO E3

TASK: 3051.07.01 (CORE) MAINTAIN WAREHOUSE SECURITY

CONDITION(S): Given access to a warehouse, required personnel, and the references

STANDARD(S): In accordance with the references.

PERFORMANCE STEPS:

1. Identify higher authority to which violations of security would be reported.
2. Report violations of security to higher authority.
3. Report equipment losses to higher authority.
4. Ensure an understanding of the regulations governing security.

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: Pvt

REFERENCE(S):

1. Local SOP
2. DOD 4145.19-R-1, Storage and Materials Handling

TASK: 3051.07.02 (CORE) DISPOSE OF DAMAGED OR DETERIORATED SUPPLIES

CONDITION(S): Given damage or deteriorated supplies and the references

STANDARD(S): In accordance with the references.

PERFORMANCE STEPS:

1. Identify supplies that are no longer serviceable.
2. Notify the administrative section of unserviceable items.
3. Hold material until disposal instructions have been received.
4. Dispose of material as directed.

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: Pvt

REFERENCE(S):

1. UM 4400-123, FMF SASSY Management Unit Procedures
2. UM 4400-124_, SASSY Using Units Procedures
3. UM 4400-15, Organic Property Control Procedures

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TASK: 3051.07.03 (CORE PLUS) PERFORM PREPARATION FOR EMBARKATION PROCEDURES

CONDITION(S): Given mount-out boxes, supplies, equipment, Material Handling Equipment (MHE), and the references

STANDARD(S): In accordance with the references.

PERFORMANCE STEPS:

1. Determine items to be pulled and supervise the process.
2. Identify items to be packed in mount-out boxes.
3. Pack mount-out boxes per SOP.
4. Conduct preventive maintenance on MHE.
5. Secure vacated warehouse.
6. Pack needed administrative items.
7. Properly mark all shipping containers.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: Pvt

REFERENCE(S):

1. DOD 4145.19-R-1, Storage and Materials Handling
2. FMFM 4-2, Amphibious Embarkation
3. MCO P4030.21_, Packaging Material Packing, Vol II
4. MCO P4450.7_, Marine Corps Warehousing Manual

TASK: 3051.07.04 (CORE) IDENTIFY UNIT EQUIPMENT FOR REPAIR

CONDITION(S): Given unit authorized equipment, requirements for "ready-for-issue," and the reference

STANDARD(S): In accordance with the references.

PERFORMANCE STEPS:

1. Inspect all gear/material designed for "ready for issue" status.
2. Determine "ready-for-issue" status.
3. Segregate not "ready-for-issue" items.
4. Turn-in not "ready-for-issue" items for repair.

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5. Follow-up on status of repairs.

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: Pvt

REFERENCE(S):

1. MCO P4790.2_, MIMMS Field Procedures Manual
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TASK: 3051.07.05 (CORE PLUS) PERFORM DATA COLLECTION

CONDITION(S): Given a scanner, tracker, bar-coded source documents, access to an automated system with applicable software, and the references

STANDARD(S): In accordance with the references.

PERFORMANCE STEPS:

1. Determine data to be collected.
2. Scan bar codes.
3. Download data into software system.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: Pvt

REFERENCE(S):

1. Local SOP
2. WSS User's Manual
3. UM 4400-120, Asset Tracking for Logistics Supply System